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<i>Richard R. Vondrak</i>	2/25/00
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QUALITY RECORDS LIST FOR LABORATORY FOR EXTRATERRESTRIAL PHYSICS

Process	Quality Record Title/Number	Record Custodian	File Location	Retention Period
Science Research (600-PG-8730.3.1)	Employee Performance Plan	Franklin Ottens	Division Office Bldg 2, Room 111	4 years
Science Research (600-PG-8730.3.1)	Publication List	Greta McCommas	Division Office Bldg 2, Room 111	2 years
Directives and Documentation Management (GPG 1410.1)	Directives Signature Copies	Greta McCommas	Division Office Bldg 2, Room 111	Update folder as required by changes to directives.
Proposal Submission, (600-PG-1310.1.1)	Copy of Proposal Final Review Route Sheet	Greta McCommas	Division Office Bldg 2, Room 111	1. Approved Proposals: 5 years after close of proposed activity. 2. Unapproved Proposals: At least one year.
Training (GPG 3410.2)	On-the-job Training Form	Greta McCommas	Division Office Bldg 2, Room 111	Records are not authorized for disposal at this time.
Publication Process (600-WI-8730.3.3)	Publication Approval Form 1676, NASA Scientific and Technical Document Availability Authorization (DAA)	Greta McCommas	Division Office Bldg 2, Room 111	At least 1 year

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Cassini/CAPS Product Processing, Inspection, and Test (GPG 5330.1)	Work Order Authorizations (WOAs), Cassini/CAPS Flight Software Maintenance	Thomas Vollmer	Bldg 2, Room S101	Life of Mission + 2 years
Cleanroom Maintenance (600-WI-8072.1.1)	Clean Room Certification for Room 158	James Lobell	Bldg 2, Room 108	2 years
Proposal Process (600-WI-8730.3.2)	Proposal	Proposer	Proposer's Office (See attached list)	Approved Proposals: 5 years after close of proposal activity. Unapproved proposals: at least 1 year.
Handling, Storage, Packaging, Marking, Preservation, and Transportation (GPG 6400.1)	Shipping Document GSFC Form 20-4, Transfer/Shipping Request	Robert Barnes	Bldg 2, Room W4	Destroy 6 years after the period of account.
Design Planning and Interface Management (GPG 8700.1)	Triana/Plasmag Design Plan	James Lobell	Bldg 2, Room 108	Retire to an FRC when 5 years old. Transfer to NARA when 10 years old.

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Design Development (GPG 8700.2)	Triana/Plasmag Configuration Management Records	James Lobell	Bldg 2, Room 108	Retire to an FRC when 2 years old. Destroy when 15 years old.
Design Development (GPG 8700.2)	Triana/Plasmag WOA's	James Lobell	Bldg 2, Room 108	Retire to an FRC when 2 years old. Destroy when 15 years old.
Design Development (GPG 8700.2)	Design Verification Test Reports and/or Summaries	James Lobell	Bldg 2, Room 108	Retire to an FRC when 2 years old. Destroy when 15 years old.
Design Validation (GPG 8700.3)	Triana/Plasmag WOA's	James Lobell	Bldg 2, Room 108	Retire to an FRC when 2 years old. Destroy when 15 years old.

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Incoming Inspection and Test (GPG 4520.2)	Triana/Plasmag Receiving Inspection Instructions/WOA	Maxine Windhausen	Bldg 2, Room 70	Destroy when 2 years old.
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